



# STATE OF IOWA

CHESTER J. CULVER, GOVERNOR  
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DEPARTMENT OF HUMAN SERVICES  
KEVIN W. CONCANNON, DIRECTOR

## INFORMATIONAL LETTER NO. 671

February 7, 2008

**TO:** All Home and Community Base Service (HCBS) Waiver Providers; this includes individual Consumer Directed Attendant Care (CDAC)

**ISSUED BY:** Iowa Department of Human Services, Iowa Medicaid Enterprise

**RE:** Correct format for Completing Claim Forms

**EFFECTIVE:** March 1, 2008

This letter is to inform all Iowa Medicaid Home and Community Base Service (HCBS) waiver providers (including CDAC) of the proper way to submit the Claim for Targeted Medical Care form to the Iowa Medicaid Enterprise (IME).

- Claim forms submitted to the IME should always include amounts written with dollars and cents. For example, the amount of one hundred dollars should be written as 100.00. If a claim comes to the IME as 100-, 100 or 100. then it will be processed as 1.00 (not 100.00). This format applies to all amounts written on claim form whether they are entered at the individual line, total charges, or balance due amount areas.
- All Waiver providers must enter their NPI provider number in box 6.
  - If the NPI number is 10 numeric characters then the taxonomy code must be entered in box 7.
  - For individual CDAC and some other HCBS waiver providers the NPI number may be "X00" followed by the old 7-digit Iowa Medicaid provider number. If the NPI number begins with "X00" it is not necessary to enter a taxonomy code in box 7.
- Please make sure that all information written on the Claim for Targeted Medical Care is readable and inside the appropriate box.

**Beginning March 1, 2008 the IME will return all claims where a dash was used to indicate a negative charge; these will be mailed back to the provider for correction.** Dollar amounts should always be expressed as a positive number. Complete claim form instructions can be found on the IME web site at [www.ime.state.ia.us](http://www.ime.state.ia.us) or call us (below).

The IME appreciates your partnership as we work together to serve the needs of the Iowa Medicaid members. If you have any questions, please contact IME Provider Services at 1-800-338-7909 or locally at 515-725-1004 or by e-mail at: [imeproviders@dhs.state.ia.us](mailto:imeproviders@dhs.state.ia.us).